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6 Mar 02

MARINE CORPS ORDER 8023.3A

From: Commandant of the Marine Corps
To: Distribution List

Subj: PERSONNEL QUALIFICATION AND CERTIFICATION PROGRAM FOR
CLASS V AMMUNITION AND EXPLOSIVES

Ref: (a) OPNAVINST 8020.14/MCO P8020.11
(b) MCO P8020.10A
(c) MCO P4400.150E
(d) NAVSEA OP 5, Volume 1
(e) NAVSEA SW020-AF-ABK-010

Encl: (1) Families of Explosives Devices/Operations
(2) 180 Day Training Documentation Format
(3) A&E Certification Format
(4) Definitions/Guidelines

1. Purpose. To establish a standard Personnel Qualification and Certification (QUAL/CERT) Program for Class V Ammunition and Explosives (A&E), following the guidelines set forth in references (a) and (b). The requirements of this program are in addition to the policy for personnel Arms, Ammunition, and Explosives (AA&E) screening directed in references (b) and (c).

2. Cancellation. MCO 8023.3.

3. Background

a. References (a) and (b) establish the policy for participation in the Personnel QUAL/CERT Program for A&E. A Qualification and Certification Program is necessary due to catastrophic consequences associated with explosives mishaps, which result from improper handling, loading, processing, and testing of ordnance items/explosives devices. While increased complexity of modern weapons systems and weapons is a factor, it must be noted that a large number of accidents and incidents involving A&E are not due to the complexity of equipment, but result from:

(1) High tempo operations combined with haste and inattentiveness.

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(2) Inexperience, mental attitude, and complacency of assigned personnel.

(3) Lack of knowledge, or failure to follow pertinent technical manuals, checklists, loading manuals, standard operating procedures (SOP), and safety directives.

(4) Assumption of unnecessary risk.

(5) Disregard of common safety practices.

b. Implementation of an effective QUAL/CERT Program requires active attention by all echelons of command. The ultimate responsibility for explosives safety relating to personnel and equipment is vested with the commanding officer in accordance with references (a) and (b).

c. The qualification and certification of personnel involved in A&E operations can be structured around existing training programs for the families of explosives devices/operations contained in enclosure (1). Training received to support certification, either by on-the-job-training (OJT) or through formal/informal periods of instruction, shall be documented in the Individual Qualification/Certification Jacket, using enclosure (2). In keeping with the intent of this Order, additional emphasis for qualification should be placed on the proficiency level of the individual, prior to certification, rather than relying solely on the completion of required training.

4. Scope. The intent of this program is to ensure that all personnel within the scope of this Order are certified, by the command to which they are assigned, as having satisfactorily demonstrated their qualifications and proficiency to safely perform all required functions, tasks, or evolutions involving A&E.

a. The provisions of this Order are applicable to personnel performing the following tasks involving A&E:

(1) All A&E handling personnel (military and civilian).

(2) Aviation maintenance personnel who handle explosives devices.

(3) Explosive Ordnance Disposal (EOD) personnel (when involved in non EOD-specific functions such as storage, handling, and transportation operations).

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(4) Military Working Dog (MWD) handlers.

(5) Contractor personnel whose duties include evolutions or tasks involving A&E.

(6) Marine Corps aviation squadrons embarked aboard U.S. Navy (USN) vessels shall be guided by this Order. Marine Corps personnel assigned to U.S. Navy activities shall be governed by the program of the command to which assigned, unless the use of this program is authorized by appropriate agreement. One exception is stipulated. In cases where a Navy unit/activity does not maintain a QUAL/CERT program, USMC personnel shall maintain their qualifications under the provisions of this Order in an active status.

b. This Order is not applicable to the following:

(1) Explosives operations and/or tasks associated with the tactical employment of a weapon system.

(2) Aircrew, personnel required to bear arms during the course of their duties, and other personnel whose only association with A&E is during transportation, security operations, or in the operation of individual/crew-served weapons and personal survival devices; however, such personnel must have received requisite training associated with the explosive device(s).

(3) Explosives drivers whose only involvement with A&E is during transportation. Such personnel must be in possession of an explosives driver's permit and valid medical examiner's certificate in accordance with references (b), (d) and (e).

(4) Lookouts, document destruction personnel, and aircraft wheels watches who handle A&E only during emergencies. Additionally, personnel whose sole responsibility is to ensure accountability for ammunition to and from the ammunition supply point/range. However, they must be carefully instructed in the operation of and safety precautions to be observed for these devices prior to being assigned such duties.

(5) Personnel whose sole contact with A&E occurs when assigned to a working party, in temporary support for the purpose of loading/unloading, such as during replenishment or staging. However, they shall be properly supervised and instructed in the safety precautions to be followed during such evolutions. Supervisors of these working parties must meet one of the following qualifications:

(a) Range Safety Officer (RSO) or the Responsible

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Officer (RO) for munitions: supervisory personnel, such as the RSO or RO who have been designated, in writing, by the command. Certification of personnel assigned RSO/RO responsibilities is not required by this Order; however, these personnel must receive appropriate screening/training for these duties.

(b) Personnel who are qualified and certified to one or more of the following levels, Team Leader (TL), Quality Assurance (QA), or Safety Observer (SO), as defined by this Order.

(6) Personnel involved in range firing operations/tasks, which are in direct support of crew-served weapons/weapon platforms.

(7) Personnel involved in explosives operations support at the actual firing/intentional detonation site (i.e., EOD and engineer personnel).

(8) Aircrew personnel involved in the delivery of airborne weapons in their tactical configuration.

(9) Naval Air Warfare Center - Weapons Division (NAWCWD) Fleet Weapons Support Team (FWST) Technical Representatives.

5. QUAL/CERT Criteria and Procedures

a. Certification Board. Each unit or activity involved in A&E operations shall convene a certification board for the sole purpose of determining the qualifications of assigned personnel. The certification board chairperson and assigned board members shall be appointed in writing by the commanding officer, and are solely responsible to the commanding officer in matters of A&E qualification and certification. For the purpose of this order commanding officer refers to battalion/squadron level equivalent or higher.

b. Certification Board Chairperson. The certification board chairperson shall be one of the following:

(1) An Aviation Ordnance Officer, (Military Occupational Specialty (MOS) 6502)/US Navy Designators 6360/6362 and 7361/7362. In those cases where an Aviation Ordnance Officer is not available, an Aircraft Maintenance Officer (MOS 6002/6004) may act as the board chairperson for those boards certifying aviation maintenance personnel only.

(2) An Ammunition Officer (MOS 2340) for those boards certifying ammunition personnel.

(3) An Explosive Ordnance Disposal (EOD) Officer (MOS 2305) for those boards certifying EOD personnel.

(4) In the event that no officer in the MOS/Designator specified above is available, assistance shall be requested from the chain of command.

c. Certification Board Members. In addition to the chairperson, each certification board shall consist of not less than one individual in the grade of Staff Sergeant (SSgt) or above (or service equivalent/civilian supervisor), who is certified to the appropriate level under consideration. The convening authority may augment the certification board with additional personnel from within or outside the command. Assignment to the certification board will be in the form of an appointment letter. In small units or activities where certified personnel are not assigned, and board augmentation from outside the command is not feasible, the next higher echelon commander may authorize a waiver of the grade requirement. Requests for waiver shall be submitted, with justification, via the chain of command.

d. Initial Board Member Certification. In most cases, experienced supervisory personnel (SSgt and above) will be qualified for certification and assigned as certification board members. The certification board chairperson shall carefully review all available information relating to the individual's qualifications prior to conducting a personal interview. After completing the interview, the certification board chairperson will make a recommendation to the commanding officer relative to assignment as a board member of the unit's/activity's certification board.

e. Certification Board Chairperson Responsibilities

(1) Ensure that unit personnel evaluated are certified for those explosives families and work tasks/operations required to accomplish the unit's mission as specified in enclosure (1).

(2) Exercise overall coordination of the unit's/activity's QUAL/CERT Program, and ensure that administrative procedures are established to implement the program concept effectively.

(3) Ensure the proficiency of personnel being nominated for certification.

(4) Review proposed courses of instruction and make appropriate recommendations.

(5) Review all A&E infractions and make recommendations

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concerning corrective action to include, but not limited to, additional training, de-certification, and revocation of certification.

(6) Make recommendations regarding each candidate's qualifications for certification. The board chairperson serves as the certifying official, as delegated in writing to them by the commanding officer's appointment letter.

f. Qualification Procedures

(1) Perform Personnel Screening. All personnel who account for, maintain, receive, and distribute arms, ammunition and explosives (AA&E) in the performance of their duties must be screened by the Certification Board in accordance with reference (b) prior to performing operations involving AA&E. Personnel who fail to meet the personnel screening requirements set forth in reference (b) shall not be certified under the provisions of this Order. Completion of A&E Certification Form in enclosure (3) serves as verification of initial and subsequent AA&E screening requirements.

(2) Review Training and Experience. In most cases, experienced supervisory ordnance/explosives personnel (SSgt and above, or service equivalent) will be qualified for certification based on their past training and experience. After a personal interview and careful review of all available information relating to the individual's past training, performance, and experience, the commanding officer or, if delegated, the certification board chairperson may make the appropriate certification of the individual.

(3) Determine A&E Family Type Qualification. A&E is segregated into representative family types in order to preclude the necessity for qualification in each individual type of ammunition/device. Enclosure (1) provides a breakdown of these representative family types, as well as explosives operations/tasks for which qualification and certification are required.

(4) Select Qualification Categories. Qualification of personnel shall be in the following categories: Team Member (TM), Team Leader (TL), Individual (IND), Quality Assurance (QA), and Safety Observer (SO).

(5) Maintain an Effective Training Program. The qualification and certification of personnel in the safe and efficient handling of A&E can be structured around existing training programs. Qualification and certification is only required for tasks that relate directly to A&E safety and is not

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intended as a program to document general MOS proficiency. Knowledge, understanding, and competent use of applicable technical, storage, assembly, maintenance manuals, and loading manuals/checklists, as well as knowledge of A&E safety precautions and procedures is paramount.

g. Certification. All certifications shall be accomplished using enclosure (3). This authority is delegated to specific MOS/Designator as stated in paragraph 5 b., who are assigned, in writing, as the board chairperson. The appropriate entries will be made on the certification form to include the signatures of the board chairperson and individual being certified. The certification form shall be maintained in the Individual Qualification/Certification Jacket or unit historical records. For civilian personnel, the board chairperson shall maintain the certification form.

h. Team Member (TM) Qualification and Certification. All personnel requiring certification will be certified to at least the TM level prior to conducting an explosives operation and/or task. As a part of the certification process, the member must understand the program concepts of this Order and general safety precautions applicable to the tasks being performed. Individual qualification can be accomplished via formal or informal training periods. Completion of MOS specific formal training may provide the basis for initial qualification of an individual as a TM. TM's must be supervised by a TL or higher at all times until receiving a higher certification level.

i. Team Leader (TL) Qualification and Certification. Personnel requiring TL qualification and certification shall be the grade of Corporal (E-4) or above, whose duties require that they direct and supervise others in explosives operations.

(1) Successful completion of the Ammunition NCO Course (MOS 2311) may provide a basis for initial qualification of an individual as a TL for Class V(W) A&E.

(2) In rare circumstances and when warranted by operational considerations, commanding officers may waive the grade requirement if the individual possesses documented skills and training which define their ability to perform the tasks assigned.

j. Individual (IND) Qualification and Certification. This certification applies only to aviation personnel. Personnel requiring IND qualification and certification shall be the grade Lance Corporal (E-3) or above who have been qualified and certified to execute independent A&E operations that do not require a TL or SO to perform explosive operations and tasks.

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Aviation Life Support Systems (ALSS) functions, and the "safing" of aircraft bomb racks only falls within this category. The installation of bomb rack safety pins and/or placing manual safety devices to the safe position are examples of safing.

k. Quality Assurance (QA) Qualification and Certification. Personnel requiring QA qualification and certification shall be the grade of Corporal (E-4) or above who have been qualified and certified to the TL level and have detailed knowledge of applicable A&E device/system inspection criteria to determine proper storage, accountability, and/or determine that the device/system will function properly. Individuals assigned this certification must be able to determine that the necessary storage, inspection, assembly, and/or installation procedures have been completed using applicable directives. Waiver of the grade requirement is not authorized.

l. Safety Observer (SO) Qualification and Certification. Personnel requiring SO qualification and certification shall be the grades noted below and have sufficient knowledge of applicable safety procedures and the functioning of safety devices for the operations/tasks for which they are being certified. These personnel shall have sufficient knowledge of work tasks to be performed to determine subsequent reaction and emergency response procedures, as required.

(1) Aviation personnel requiring SO qualification and certification shall be the grade of Corporal (E-4) or above, due to the complexity of explosives operations and/or tasks performed.

(2) Other personnel, to include those from MOS 2311, requiring SO qualification and certification shall be the grade of Corporal (E-4) or above.

(3) In rare circumstances and when warranted by operational considerations, commanding officers may waive this requirement, if the individual possesses documented skills and training which define their ability to perform the tasks assigned.

m. Contractor Personnel Qualification and Certification. Contractor personnel performing functions within the scope of this Order at Marine Corps activities must be qualified and certified prior to performing such functions. All contracts, when issued or renewed, which involve A&E and explosives operations will have provisions requiring personnel used for explosives-type operations to be qualified and certified for the type operation performed. Agencies bidding on contracts involving operations in an A&E area are required to certify their

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employees per this Order and/or reference (a) regarding explosives QUAL/CERT. No contract employee shall be permitted to work in an A&E area without meeting QUAL/CERT criteria. The contractor providing personnel shall provide qualification and training records for review by the appropriate government representative upon request to ensure strict compliance with the intent of this order. In the unlikely event the contractor fails to provide certified personnel qualifications to the appropriate government representative, the contract may be terminated for cause.

n. Aviation Maintenance Personnel. Aviation maintenance personnel, whose duties include receipt, storage, and issue functions, removal/installation of explosives devices, and the "safing" of bomb racks shall be certified under the provisions of this order. The following types of duties requiring QUAL/CERT under this Order are examples, but are not all-inclusive:

(1) Installation/removal of aircraft system-related cartridges and Cartridge Actuated Devices (CAD).

(2) Removal/installation and maintenance of aircraft ejection seats and explosively operated canopy removal devices.

(3) Removal/installation of explosives and pyrotechnic devices on aircrew survival equipment.

(4) Safing (i.e., rotation of the locking lever on bomb racks from the armed or unlocked position) only those aircraft bomb racks suspending external fuel tanks. Safing does not include the installation/removal of bomb rack ejection cartridges and Arm/Dearm procedures, as these shall only be performed by qualified/certified Arm/Dearm personnel.

(5) Storage and handling of CAD and Propellant Actuated Devices (PAD).

o. Aircrew/Flight-Crew Personnel. Aircrew members, whose duties include the arming, dearming, or safing of airborne expendable countermeasure systems not covered under specific Naval Air Training and Operating Procedures Standardization (NATOPS) Manuals, shall be certified under the provisions of this Order. Specifically, QUAL/CERT requirements apply to those aircrew and crew chiefs on MV-22, AH-1, UH-1, CH-46/53 aircraft, and first mechanics on KC-130 aircraft, who may arm/dearm or safe countermeasure systems.

p. Waivers. Waivers of the grade requirements for the TL and SO certification levels specified above are authorized and shall be kept to a minimum consistent with safe and efficient

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operations. Upon recommendation from the certification board, commanding officers may approve a grade waiver by signing enclosure (3) in the space provided. The local command executing waivers under this provision shall notify, in writing, the next higher echelon in the chain of command, for information and tracking purposes. All waivers shall be reviewed semiannually. Waiver continuation should be based on the operational necessity, individual performance, and evaluation of the effectiveness of corrective measures taken to eliminate the need for continued deviation.

q. Duration of Certification. Certification, unless revoked for cause, or under a waiver, shall be valid for the duration of assignment to the same unit while performing those tasks for which certified. Not more than 180 days may elapse between certification and either documented performance in the work task for which certified or documented refresher training received to support the certification. Documentation of on the job training (OJT) and formal/informal periods of instruction associated with the task may satisfy this requirement.

(1) Personnel must be recertified prior to performing tasks in cases where more than 180 days have elapsed.

(2) All certification records must be reviewed annually by the commanding officer or designated certification board chairperson.

(3) For composite squadrons, certification from each individual's parent command remains valid for the duration of a composite assignment.

(4) Certification of military personnel is transferable at the discretion of the receiving command. Receiving commands must validate the certification by placing the individual's and board chairperson's signatures in the review signature section of the existing certification form, enclosure (3).

(5) Certification of personnel within a command may remain in effect upon a change in Certification Board Chairperson provided the newly appointed chairperson reviews and accepts the certification levels of the previous certification board. Acceptance of previous certification shall be done by placing the individual's and newly appointed board chairperson's signatures in the review signature section of the existing certification form, enclosure (3).

(6) Inert A&E shall be used for the initial TM qualification process; however, ongoing proficiency training may also be conducted during evolutions involving live A&E provided

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that individual certifications are current for the task being performed, and that properly certified personnel are performing supervisory positions.

r. De-certification. De-certification is intended as a temporary administrative measure and allows for retraining and subsequent re-certification. De-certification is mandatory when an explosives mishap is caused by negligence, carelessness, and minor procedural and/or safety infractions.

s. Revocation of Certification. Revocation differs from de-certification in that it is an action taken to permanently remove an individual from the QUAL/CERT Program as well as the MOS associated with A&E. Certifications shall be revoked whenever such action is determined to be in the best interest of safety. Revocation of certification accompanied by appropriate service record entry is mandatory in the event an explosives mishap is caused by gross negligence, reckless operation of equipment used to handle A&E, flagrant disregard of procedural and/or safety precautions, or other behavior indicating incompetence or unreliability. In this regard, it should be recognized that incidents and accidents can and do happen through inadvertent acts, carelessness, and minor rule infractions, as well as through deliberate acts and negligence. Personnel who fail the screening requirement outlined in reference (b), or who prove to be unreliable or incompetent, shall not be permitted to continue in operations involving A&E. When deemed in the best interest of the Marine Corps for those individuals whose primary MOS duties include A&E operations where certification was revoked, immediate action should be taken to remove the individual from the MOS.

t. Documentation. Training and certification shall be documented using enclosures (2) and (3), respectively, for explosives families/operations and tasks denoted in enclosure (1). Definitions and guidelines are contained in enclosure (4). All training documentation that supports the current level of certification shall be maintained in the individual's training jacket and retained for reference until deemed no longer valid or required by the QUAL/CERT Board Chairperson. The QUAL/CERT Board Chairperson is selected based on specific qualifications and designated in writing by the command. Certification sheets and training records are therefore not required for board chairpersons. USMC peculiar forms and records for Marine personnel assigned to USN activities governed by the USN QUAL/CERT Program shall not be disposed of and shall be maintained current for eventual transfer with the individual. Electronic versions of enclosures (2) and (3) are available. Their use is authorized and encouraged. The Explosives Family/Device category may be tailored to meet the requirements of individual commands. No other modifications to these forms

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are authorized.

6. Action. Commanding officers shall:

a. Initiate, maintain, and monitor an effective program for compliance with the QUAL/CERT Program for Class V A&E.

b. Appoint in writing qualified personnel to serve as the QUAL/CERT board chairperson and board members.

c. Annually review training, qualifications, and adequacy of certification levels for each individual under their cognizance. This authority should be delegated to the certification board chairperson by appointment letter. Annual reviews will be validated by placing the individual's signature and board chairperson's signature in the review signature section of the certification form, enclosure (3).

7. Supplemental Orders. Supplemental or amplifying orders by subordinate commands are not authorized.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



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FAMILIES OF EXPLOSIVES DEVICES/OPERATIONS

1. Explosives Devices. To ease the administrative burden associated with certification of the multitude of individual types of explosives devices, a family grouping may be used. The following types of explosives devices are representative family groupings, and not all inclusive:

- a. High explosive munitions and components.
 - (1) Tank and mortar ammunition.
 - (2) Fixed and separate loading projectiles
 - (3) Grenades.
 - (4) Bombs and components.
- b. Cluster bomb units (CBU).
- c. Special purpose bombs (practice bombs with marker charges, leaflets, chaff, etc.).
- d. Pyrotechnics (signal flares, incendiary grenades, parachute flares, etc.).
- e. Smoke ammunition: White Phosphorous (WP), Plasticized White Phosphorous (PWP), Red Phosphorous (RP), Hexachloroethane (HC), Sulphur Trioxide Chlorosulphonic (FS), and Riot Control munitions.
- f. Underwater sound signals.
- g. Demolition explosives, material, and blasting caps.
- h. Quickstrike Mines (MK 62 500 lb. and MK 63 1,000 lb.) and components.
- i. Cartridges and Cartridge Actuated Devices (CAD).
- j. Rocket motors, warheads and associated components.
- k. Small arms ammunition, applicable through 25MM for the purpose of this program.
- l. Aircraft gun ammunition. This explosive family is related to aviation personnel only.
- m. Air-launched guided missiles and components.

ENCLOSURE (1)

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- n. Targets and components.
 - o. Propellant Actuated Devices (PAD).
 - p. Precision Guided Munitions (JDAM, JSOW, and GBU).
 - q. Security Risk Category 1 items (Dragon, TOW, and AT4).
 - r. Fuzes.
 - s. Airborne Expendable Countermeasures (Chaff, Decoy Flares, Magnesium-Teflon (MAGTEF) and pyrophoric flares, etc).
 - t. JATO/RATO.
 - u. Artillery and components. Projectiles, propelling charges, primers, and fuzes (fixed, semi-fixed, and separate).
2. Explosives Operations/Tasks. Explosives operations/tasks listed below may be performed at ammunition supply points, forward operating bases, forward arming and refueling points, or aboard the major installations or air stations, and encompasses fleet-type operations during both training and contingency operations. The following list of explosives operations is representative, but not all inclusive, and is provided to facilitate proper selection of the work task codes which appear on the training documentation form in enclosure (2), and the certification form in enclosure (3). These task codes are representative for the operations denoted and substantiate training and certification documentation requirements. Training shall be provided for those operations specific to the individual's duties and responsibilities.
- a. Storage/Stowage.
 - b. Handling.
 - c. Ordnance item/explosive device assembly or disassembly.
 - d. Aircraft loading/downloading.
 - e. Tubeloading (Loading of assembled rockets into launchers attached to aircraft).
 - f. Aircraft arming/dearming.
 - g. Installation/removal of CAD/PAD explosive material.
 - h. Aircraft release and control system checks.

ENCLOSURE (1)

- i. Gun-jam clearing.
- j. Transportation.
- k. Pneumatic nailers (required only when used in conjunction with explosives operations).
- l. Pier/wharf operations.
- m. Safing of aircraft bomb racks or ejection seats.

ENCLOSURE (1)

180 DAY TRAINING DOCUMENTATION FORMAT

CERTIFICATION LEVELS

TM - TEAM MEMBER TL - TEAM LEADER IND - INDIVIDUAL
QA - QUALITY ASSURANCE SO - SAFETY OBSERVER

WORK TASK CODES

- | | |
|-------------------------|-------------------------------|
| 1. STORAGE/STOWAGE | 8. AIRCRAFT RELEASE & CONTROL |
| 2. HANDLING | 9. GUN-JAM CLEARING |
| 3. ASSEMBLY/DISASSEMBLY | 10. TRANSPORTATION |
| 4. LOAD/DOWNLOAD | 11. PNEUMATIC |
| 5. TUBELOADING | 12. PIER/WHARF OPERATIONS |
| 6. ARM/DEARM | 13. SAFING |
| 7. INSTALLATION/REMOVAL | |

EXPLOSIVES FAMILY/DEVICE	WORK TASK	LEVEL	DATE	REMARKS
HE MUNITIONS & COMPONENTS				
SPECIAL PURPOSE BOMBS				
SRC 1 ITEMS				
ROCKET MOTORS, WARHEADS, & COMPONENTS				
SMALL ARMS AMMUNITION				
AIRCRAFT GUN AMMUNITION				
CADS/PADS				
FUZES				
PRECISION GUIDED MUNITIONS				
DEMOLITION MATERIALS				
JATO/RATO				
AIRBORNE EXPENDABLE COUNTERMEASURES				

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A&E CERTIFICATION FORMAT

CERTIFICATION LEVELS

TM - TEAM MEMBER

TL - TEAM LEADER

IND - INDIVIDUAL

QA - QUALITY ASSURANCE

SO - SAFETY OBSERVER

WORK TASK CODES

- | | |
|-------------------------|-------------------------------|
| 1. STORAGE/STOWAGE | 8. AIRCRAFT RELEASE & CONTROL |
| 2. HANDLING | 9. GUN-JAM CLEARING |
| 3. ASSEMBLY/DISASSEMBLY | 10. TRANSPORTATION |
| 4. LOAD/DOWNLOAD | 11. PNEUMATIC |
| 5. TUBELOADING | 12. PIER/WHARF OPERATIONS |
| 6. ARM/DEARM | 13. SAFING |
| 7. INSTALLATION/REMOVAL | |

EXPLOSIVE FAMILY/DEVICE	WORK TASK CODE	CERT LEVEL	INDIVIDUAL SIGNATURE	CHAIRPERSON SIGNATURE	DATE CERTIFIED

ANNUAL AA&E SCREENING AND CERTIFICATION LEVELS ABOVE HAVE BEEN
REVIEWED AS PER DATES AND SIGNATURES INDICATED BELOW.

INDIVIDUAL

BOARD CHAIRPERSON

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

COMMANDING OFFICER: _____
SIGNATURE (IF REQUIRED) DATE

NAME _____ RANK _____ SSN/MOS _____

ACTIVITY _____

ENCLOSURE (3)

DEFINITIONS/GUIDELINES

1. The following is provided to facilitate proper selection of the work task codes which appear on the Training Documentation and Certification Forms in enclosures (2) and (3), and to provide clarification with respect to the intent of this program:

a. Storage/Stowage. This category applies to A&E operations/tasks that involve storage/stowage of explosive devices. Examples of this category are receipt, storage, segregation, packaging/unpackaging, preparation for shipment, inspection/sentencing, issue functions, field returns, and inventory accuracy; and is applicable to flight line ready service lockers.

b. Handling. Applicable to those operations/tasks requiring the breakout, lifting, or repositioning of ordnance items/explosive devices in order to facilitate storage/stowage, assembly/disassembly, loading/downloading, or transportation.

c. Assembly/Disassembly. A Class V(A) operation to facilitate the complete buildup/breakdown of ordnance items/explosive devices (e.g., MK-82 bomb - attaching fins, installing electrical fuzes, adapter boosters, etc.; installing signal cartridges in MK-76/BDU-45/48 practice bombs; loading paraflares in SUU-25 dispensers, etc.).

d. Loading/Downloading. Applies to procedures contained in the load/download section of the aircraft loading manual/checklist for that particular ordnance item/explosive device.

e. Tubeloading. Applies to those personnel engaged in the loading of rockets into rocket launchers suspended from aircraft in accordance with approved directives. As with Loading/Downloading, procedures are contained in the aircraft loading manual/checklist for that particular ordnance item/explosive device.

f. Arm/Dearm. Applies to those procedures in the arming/dearming section of the applicable aircraft loading manual/checklist that place the ordnance item/explosive device in a ready or safe condition (e.g., rocket launchers, guided missiles, guns, paraflares, etc.).

g. Installation/Removal. Applies to those personnel whose responsibilities involve the installation/removal of Cartridges/Cartridge Actuated Devices (CAD) associated with aircraft bomb racks/pylons, egress systems, Electronic Counter-Measures (ECM) dispensers, engine fire extinguisher system

ENCLOSURE (4)

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cartridges, aircrew survival distress signals, canopy removal devices, explosive bolts, etc.

h. Aircraft Release and Control. Applies to those procedures in the release and control section of the applicable aircraft loading manual/checklist.

i. Gun-Jam Clearing. Applies to personnel engaged in clearing jammed aircraft guns (not applicable to operators of crew-served guns).

j. Transportation. Applies to personnel whose duties involve the movement/positioning of ordnance/explosive devices involving material that is not appropriately packaged per Department of Transportation (DOT) requirements (i.e., unit issues and assembled aircraft rockets/bombs loaded on weapons skids and trailers). Vehicle operators assigned to a working party may be utilized without regard to this program; however, these individuals must be properly supervised, instructed, and hold an explosive driver's permit and valid medical examiner's certificate. Personnel positioning or loading/downloading aircraft within the flight line or combat aircraft loading area (CALA) using weapons loaders are licensed under the Naval Aviation Maintenance Program. Separate certifications in this category are not required.

k. Pneumatic Nailers. Applies to those personnel who utilize pneumatic nailers in connection with pre-fabricated dunnage construction and installation of dunnaging for A&E, only when used in the presence of explosives.

l. Pier/Wharf Operations. Applies to those personnel whose tasks require them to perform ammunition operations within the pier/wharf area, to include containerization operations (stuffing/unstuffing and loading/unloading), Landing Force Operational Reserve Material (LFORM) and Mission Load Allowance (MLA) loading/unloading, and break bulk commercial ship loading/offloading.

m. Safing. Applies to those personnel whose tasks require them to safe aircraft ejection seats (ALSS personnel only), or safe aircraft bomb racks, (i.e., rotation of the locking lever on bomb racks from the armed or unlocked position) only on those aircraft bomb racks suspending external fuel tanks. Safing does not include the installation/removal of bomb rack ejection cartridges, or the Arm/Dearm of aircraft weapons systems, as qualified/certified aviation ordnance personnel only shall perform these procedures.

2. The following list of definitions/guidelines is provided to
ENCLOSURE (4)

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assist in preparation of the record of certification:

a. Explosives Family/Device. Applicable explosive family or device for which the individual is being certified.

b. Board Chairperson Signature. Signature of the commanding officer or officer designated in writing to serve as board chairperson.

c. Date Certified. Date certification is effective.

d. Corrections. The use of whiteout/correction tape is not authorized. Corrections shall only be made by use of a single line through the entire entry (i.e., upon re-certification, downgrading, etc.). Use of the automated form in enclosure (3) is authorized and encouraged.

e. De-certification/Revocation. The record of certification requires a line through the entire entry and signature by the individual and board chairperson for de-certification and revocation for cause.

f. Certification Levels. List the highest certification level applicable. Team Member (TM), Team leader (TL), and Quality Assurance (QA) are interrelated. An individual certified to the QA level is also qualified and certified to perform as a TM or TL. Designation as Safety Observer (SO) is not necessarily related to the others in this context and shall not be interpreted as including certification at the other levels.

g. Commanding Officer Signature. Use of this block is required only when a waiver of grade requirements for TL and SO certification levels has been approved by the commanding officer.

ENCLOSURE (4)